



TENTATIVE MAPS FOR CONDO CONVERSION STAFF CHECK LIST

(No additional units; additional units are Tentative Map Applications.)

Tentative Map Number _____ Accepted for filing _____ by _____
Date *Name*

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | MORATORIA (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for flags. |

ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Discretionary Permit Application Form (DPLU #346). Make sure applicant has filled out and signed the front. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgment of Filing Fees and Deposits (DPLU #126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of DPLU #126. |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed Affidavit stating that the 60-day prior notification has been accomplished. |
| <input type="checkbox"/> | <input type="checkbox"/> | ENVIRONMENTAL REVIEW: |
| | | a. CEQA Exemption: collect CEQA Exemption Review Fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | RESOURCE PROTECTION ORDINANCE (DPLU #374) |
| | <input type="checkbox"/> | Preliminary Flood Plain Evaluation Form (DPLU #394). |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of Legal Parcel (DPLU #320) (see policy G-3). |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Preliminary Title Report not more the 6 months old. |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure Statement (DPLU #305). |
| <input type="checkbox"/> | | Authorization Form for Pre-Scoping Meeting (DPLU #176). Make sure the applicant has signed the form. If the applicant is requesting a Pre-Scoping Meeting, write the date, time and Conference Room on DPLU #176. Make a copy for the applicant, keep the original with the submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently. |
| <input type="checkbox"/> | <input type="checkbox"/> | School Letters: Letter from each applicable school district. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer Letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Letter. |

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Letter. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Services Letters. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Waste Form (DPLU #580). |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Package: |
| | | <input type="checkbox"/> Assessor's Map(s) properly marked. |
| | | <input type="checkbox"/> Typed list. |
| | | <input type="checkbox"/> One set of stamped and addressed envelopes. |
| | | <input type="checkbox"/> Gummed labels (one set). |
| | | <input type="checkbox"/> Public Notice Certification (DPLU #514 and DPLU #299). |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map/Project Summary (DPLU #524) Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map. |
| | | <input type="checkbox"/> One (1) set of stamped and addressed envelopes to current tenants for each apartment unit. |
| | | <input type="checkbox"/> Typed list of the tenants living in the development at the time of application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of a Stormwater Management Plan. |

MAP

- | | | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map no larger than 36" x 48". |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies - Thirty (30) folded prints. |

STATEMENTS ON THE MAP

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title Block "County of San Diego Tract _____." |
| <input type="checkbox"/> | <input type="checkbox"/> | North point and scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Tax Rate Area, book, page, and parcel. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description, abbreviated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Property Owner(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Subdivider(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Engineer or Surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, total gross and net, for the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross and net acreage of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of dwelling units or commercial/industrial/timeshare units. |

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning Box, existing and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | General Plan Regional Category, G.P. Land Use Designation, and Community Plan or Subregional Area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Lights Statement or proposed location. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Statement. If residential include number of DUs. |
| <input type="checkbox"/> | <input type="checkbox"/> | All structures, walkways, parking (no compact spaces), trash areas, and number of dwelling units by number of bedrooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Setbacks, heights, open space; need table for number of units/bedrooms and number of parking spaces. |
| <input type="checkbox"/> | <input type="checkbox"/> | Topography shown and extended 100' outside property. Source of data. |

DISTRICTS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer or septic. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire. |
| <input type="checkbox"/> | <input type="checkbox"/> | All schools - elementary, junior, and high. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street lighting. |

- | YES | NO | |
|--------------------------|--------------------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> | Other. |

DESIGN

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of condo units. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines of the subdivision and the lots/parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent subdivisions and parcel maps; show map number. |